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Transportation



TRANSPORTATION SUPPORT PRIORITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 24-301, *Operation, Maintenance and Use of Transportation Vehicles and Equipment*, and establishes responsibilities and procedures for requesting and receiving, vehicle support. It applies to all activities of the Academy requesting transportation support on behalf of themselves or their visitors.

SUMMARY OF REVISIONS

Adds Authority for Nonmember Travel in Government Vehicles (paragraph [5](#)).

1. Using and Managing Government Vehicles. Government vehicles will be used for official business only, primarily to support Academy activities. [Attachment 1](#) outlines priority of support. The date the completed USAFA Form 88, **Request for Motor Vehicle Transportation** ([Attachment 2](#)), or USAFA-NET E-mail, to LGTO@LG@USAFA ([Attachment 3](#)) is received by Vehicle Operations (10 ABW/LGTO) will determine support for requirements. The Chief of Transportation (10 ABW/LGT), or a designated representative, will decide who receives transportation support when requirements exceed capabilities or the established priorities are challenged. A transportation scheduling meeting will maintain an open forum between Academy organizations and Vehicle Operations.

2. Responsibilities:

2.1. The Chief of 10 ABW/LGT, through 10 ABW/LGTO:

2.1.1. Resolves issues regarding transportation support.

2.1.2. At the beginning of each academic year, requests transportation project officers from the following organizations:

34th Training Wing
 Director of Athletics
 Director of Protocol
 Commander, Preparatory School

Director, Plans and Programs
 Senior Chaplain, Cadet Chaplain Activities
 Director of Admissions
 Commander, 557th Flying Training Sq

- 2.1.3. Schedules transportation support according to established priorities.
- 2.1.4. Consolidates requirements to efficiently use personnel and equipment resources.
- 2.1.5. Schedules and prepares the agenda for the transportation scheduling meeting.
- 2.1.6. Chairs the transportation scheduling meeting.

2.2. Transportation Project Officers:

- 2.2.1. Represent their units at the transportation scheduling meeting.
- 2.2.2. Decide which individual requesters also need to attend the scheduling meeting.
- 2.2.3. Make schedule adjustments as necessary during the meeting.

3. Requesting Procedures:

3.1. Requesters will prepare requests using the USAFA Form 88 or USAFANET E-mail (LGTO@LG@USAFA) detailing the driver's complete itinerary. This request must arrive at 10 ABW/LGTO not later than 10 duty days prior to the date the transportation support is required.

3.1.1. All transportation requests for cadet extracurricular activities must be routed through each individual activities staff coordinator. The staff coordinator will sign USAFA Form 88 as the approving official, or forward the E-mail request. The Cadet Extracurricular Activities Office (34 SVS/SVCR) can provide information for proper staff coordination for each group.

3.1.2. Once transportation support is approved, vehicle operators will follow the driver's itinerary unless the Chief of 10 ABW/LGT authorizes deviations. If deviations are approved, the using organization's funds cite will pay for all excess costs (i.e., civilian overtime and per diem costs) associated with the deviations. An exception will be considered for events beyond the unit's control such as weather, late arrival of aircraft, etc.

3.2. Vehicle Operations Personnel:

- 3.2.1. Upon receipt, immediately date stamp USAFA Forms 88. E-mail has arrival time and date within the format and will be used as the date of receipt for E-mail requests.
- 3.2.2. Prepare daily schedules based on USAFA Forms 88, USAFANET E-mail, and the priorities specified in [Attachment 1](#).
- 3.2.3. Notify requesters as soon as possible that support will, will not, or may not be provided.

4. Authority for Nonmember Travel in Government Vehicles. Civilian groups are often invited to the Academy to participate in events that enhance our mission or add value from a community relations standpoint. AFI 24-301, Vehicle Operations, paragraph 3.5.3, states that the "Transport civilian organizations (nonreimbursable) to military installations to take part in base activities in the interest of community relations when officially invited by the installation commander or other competent authority. This is not

to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar type functions." Accordingly, all organizations should submit any requests requiring transportation of civilian passengers through Staff Judge Advocate (10 ABW/JA) and Public Affairs (HQ USAFA/PA). 10 ABW/LG will exercise final approval or disapproval authority on all requests.

5. Form Prescribed. USAFA Form 88.

D. R. DILLINGER
Chief, Logistics Division

Attachment 1**TRANSPORTATION SUPPORT PRIORITIES****PRIORITY 1.** Direct support which affects the mission:

Altitude Chamber	Mandatory Cadet Academic Field
BCT	Trips - USAFA
Board of Visitors	Operation Air Force
Cadet Airlift (Away Football Games)	Parachuting
Congressional Staffers	Senior Leadership Orientation Course
CORONA	CST
Graduation - USAFA	Soaring
Intercollegiate Athletic Teams (see note 1)	T-3A

PRIORITY 2. Activities and functions that enhance the mission:

Academy-Sponsored Conferences	PA-Sponsored Tours
Appointee Orientation	Prep School Candidate Arrival
Band	Prep School Football/Volleyball/
Cadet Clubs (see note 3)	Basketball (Men's/Women's)
Chapel Retreats	Prep School Student Athlete
Choirs (Cath/Prot/Gospel/Jew)	Prep School Teamwork Exercise
Educators	Senior Protocol Visitors
Intercollegiate Athletic Teams (see note 2)	Sponsor Visits
Liaison Officers	Voluntary Cadet Academic Field
Mission Related TDYs	Trips - USAFA

PRIORITY 3. Indirect mission support:

AFROTC

AOC/Cadet Social Training

Cadet Clubs (see note 4)

Cadet Field trips - USAFA Prep School (other than Academics)

Prep School Athletic Competitions (except priority two teams)

Prep School Choirs

Rodeo

Sky Sox

PRIORITY 4. Indirect mission support on a space-available basis:

Note: 1. Intercollegiate Athletic Teams:

Baseball	Rifle
Basketball (Men's/Women's)	Soccer (Men's/Women's)
Cross Country (Men's/Women's)	Swimming/Diving (Men's/Women's)
Fencing (Men's/Women's)	Tennis (Men's/Women's)
Football	Track (Men's/Women's)
Golf (Men's)	Volleyball (Women's)
Gymnastics (Men's/Women's)	Water Polo
Hockey	Wrestling
Lacrosse	

Note 2. Intercollegiate Athletic Teams:

Boxing	Cheerleading
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Note 3. Cadet Clubs (Limited on Season Status):

Alpine Ski	Flying Team	Media	Soaring
Bicycle	Forensics	Nordic Ski	Trad. Karate
Chorale	Handball (Team)	Rattex	Triathlon
Drum & Bugle	Honor Guard	Rugby (Men's/Women's)	Volleyball (Men's)
Falconry	Karate	Sabre Drill	Wings of Blue
Fastpitch (Men's/Women's)			

Note 4. Cadet Clubs:

AIAA	Caving/Grotto	Hunting	Powerlifting
Aikido	Chemistry	IEEE	Prior Enl. Coun.
Am Indian Sci/Eng	Chess	Judo	Racquetball
Amateur Radio	Civil Engineering	Kayaking	Rodeo
Archery	Dance Team	Kendo	Russian
Arnold Air Society	Economics	Los Padrinos	Scuba
Asian Studies	Engin. Honor Soc.	Mechanics (ASME)	Show Choir
Astro/Physics	Equestrian	Mock Trial	Sigma Gamma Tau
Aviation	Explorers/Scouting	Model Engineering	Ski Club
Bacchus	Forum	Mountain Biking	Spanish
Behavioral Science	French	Mountaineering	Squash
Big Bro/Sis	Geography	Navigation	Trap/Skeet
Biology	Handball	Ninjutsu	Ultimate Frisbee
Bluebards	History	Orsa	Wargaming
Bowling		Pistol	Way of Life

Attachment 2**HOW TO COMPLETE THE USAFA FORM 88, REQUEST FOR MOTOR VEHICLE
TRANSPORTATION**

Block Number	Information Required
1	Date the form was prepared.
2	Is this support for a Distinguished Visitor or if the vehicle operator must be in a suit.
3	The organization symbol of the person requesting support.
4	The phone number and fax machine (if available) of the person requesting support.
5	The organization symbol of the person using the vehicle if the vehicle is to be used by someone outside the requester's organization.
6	The organization symbol and phone number of the UDI operator.
7	The name and grade of all UDI operators expected to use the UDI vehicle checked out.
8	Time of UDI vehicle pick-up.
9	Date of vehicle pick-up.
10	Date the vehicle will be returned to the motor pool.
11	For all UDI vehicles available. Next to the type of vehicle listed, list the numbers needed of that type of vehicle.
12	For Motor Coach requests, list the number of passengers to be transported.
13	Number of Motor Coaches needed (49 seats to a coach).
14	Date the Motor Coach is to be used.
15	Time the Motor Coach is needed.
16	Point of departure for Motor Coaches.

Block Number	Information Required
17	Type of cargo to be carried on Motor Coaches or UDI vehicles.
18	Destination of vehicle for both UDI and Motor Coaches.
19	Official reason for the need of the vehicle.
20	Date of return from destination.
21	Remarks/itinerary/enroute stops/special requirements (such as covered trucks, handicapped van, etc.). This block may be completed on the USAFA Form 88 itinerary sheet.
22	Name/Grade/Title of approving official.
23	Signature of approving official.
24	Duty and fax number of approving official.
25	Name of OIC/NCOIC accompanying group.
26	Grade of OIC/NCOIC accompanying group.
27	Duty phone number of OIC/NCOIC accompanying group.
28	Home number of OIC/NCOIC accompanying group.
29	Approval block for transportation use only.
30	Disapproval block for transportation use only. If disapproval is given, the reason will be listed in block 31.
31	For transportation use and response to disapprovals.
32	Signature or LGTO approving official.

Reverse Side:

Driver's Itinerary: This is a specific itinerary for the use of the vehicle to help plan the time of travel between locations as well as time of duty of the operators. Include any planned meal stops, rest stops, and over night stops. This information is used to determine compliance with Department of Transportation (DOT) guidelines, if not Vehicle Operations will work with the requester to make alternate arrangements.

Attachment 3**HOW TO COMPLETE THE USAFANET E-MAIL (LGTO@LG@USAF)**

For Motor Coach (bus) support requested, Transportation will provide a driver for the support:

Item Number	Information required
1	Official reason for the need of support.
2	Is this support for a Distinguish Visitor or if the vehicle operator must be in a suit.
3	The Organization symbol of the person requesting support.
4	The phone number and fax machine (if available) of the person requesting support.
5	The name of the group being supported.
6	Number of passengers needing support.
7	Date of requested support.
8	Time requested for passenger pick up.
9	Location of passenger pick up.
10	Destination of request.
11	Time of return from destination.
12	Date of return from destination.
13	Detailed itinerary - include any remarks, en route stops, special requirements, etc.

For You - drive - it (UDI) vehicle requests:

Item Number	Information Required
1	Official reason for the need of the vehicle.
2	The Organization symbol of the person requesting support.
3	The phone number and fax machine (if available) of the person requesting support.
4	Organization symbol of the UDI operator.
5	Type of vehicle requested.
6	Name and grade of all possible UDI operators expected to operate the vehicle.
7	Date vehicle is request for pick up.
8	Time vehicle will be checked out for the dispatch office.
9	Areas vehicle will be operated in.
10	Date vehicle will be returned to the motor pool.
11	Remarks and or special requirements (such as covered trucks, handicapped van, etc.)